

6/21/18

**Exeter, NH
Ground Rules and “Housekeeping”
PFAS Community Engagement Event
March 27, 2018**

- Thank you, Regional Administrator.
- We are expecting to have a busy two-day community engagement event and I appreciate everyone’s patience as we move through tonight’s listening session.
- I’d like to go through a few housekeeping items and ground rules that will help make today’s event run smoothly.
- If you haven’t already, please take a moment to silence your cell phone.
- Please be sure you have checked in at the registration desk – even if you are not planning to speak today.
- If you pre-registered and signed up to speak but haven’t told us that you’re here, please step out to the registration desk and let EPA staff know that you’ve arrived.
- Note that public restrooms are located _____.
- Emergency exits are _____.
- The day will be divided by 3 programs with a brief break.
 - ✓ Senior EPA officials and our federal partners will give opening remarks. Community groups from New Hampshire, Massachusetts, and Vermont will then give 15-minute presentations, and the bulk of tonight’s programming will be the listening session.
 - ✓ We expect to take a break around 6:30 pm for a brief 15 minutes.
 - ✓ We’ll return for the listening session from 6:45-10:00 PM

INSERT PROGRAM OVERVIEW REMARKS

BEFORE LISTENING SESSION

- Thank you for joining us tonight.
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- Please be sure you have checked in at the registration desk – even if you are not planning to speak today.
- If you pre-registered and signed up to speak but haven’t told us that you’re here, please step out to the registration desk and let EPA staff know that you’ve arrived.
- Each speaker will be allotted a total of 3 minutes for their remarks.
- The Chair will call speakers up in groups. The Chair will also call up the subsequent speakers to be ready on deck.
- We have a timer light to help you know how much time you have left to speak.
- When the light turns from green to yellow, that means you have one-minute remaining.
- When the light turns red, that’s a signal that you are at your time limit, and it is time to stop. The Chair will have to interrupt you if you go over your allotted time.
- Please be courteous to the upcoming speakers and end your remarks within 3 minutes so others are able speak.

- We have a great number of speakers that would like to provide remarks. Please try to transition quickly between speakers to allow the greatest number of speakers to provide remarks at this session and as such we will be not taking questions.
- We are here to listen to you.
- If you have any questions during the day, please see the EPA staff at the registration table and someone will assist you. All EPA staff are wearing nametags and are here to assist you.
- Thank you again for taking the time today to share your comments.
- Now, I'll call up our first speakers.